

1969

October 16, 1969

Committee on Academic Affairs

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

October 16, 1969

The Council on Academic Affairs held a meeting at 10:00 a.m. in the Shawnee Room of the University Union.

Members present: Mr. Amos, Mr. Connelly, Mr. Keppler, Mr. Lowell, Mr. McKenna, Mr. Rooke, Miss Soderberg, Mr. Steinmetz, Mr. R. Weidner, and ex officio member, Mr. Moody. Absent: None.

I. Minutes of October 9.

The minutes were approved as published.

II. Communications.

1. From Vice President Moody - Request to add Econ. 357 (for Ind. Tech. majors only) to the list of courses which satisfy distribution requirements - Agenda Item 69-71 - Oct. 8.
2. From Cur.Com., L & S - Proposed new courses in history: 397, History of Ancient Greece; 398, History of Rome - Agenda Item 69-72 - Oct. 9.
3. From Cur.Com., L & S - Proposed new courses in mathematics to supplement Agenda Item 69-58: 128, Elements in Algebra; 129, Algebra; 210, Finite Mathematics; 211, Mathematical Analysis - Agenda Item 69-58 - Oct. 9.
4. From Dr. Taber - Comments concerning Agenda Item 69-59 - Oct. 13.

III. Request to Revise the Provision for Auditing Courses - (Agenda Item 69-59).

Mr. Lowell withdrew the motion made October 9 and Miss Soderberg withdrew her second.

Mr. Connelly moved and Mr. McKenna seconded the motion to table the item. The motion carried unanimously.

IV. Request to Revise Requirements for B. S. in Bus. by Deleting Management 141 and 142 from the Requirements and by Adding Mathematics 128, 129, 210, 211 - (Agenda Item 69-58).

Mr. Keppler moved and Mr. Rooke seconded the motion to: (1) approve the four new courses (with changes in prerequisites); (2) approve the deletion of Management 141 and 142 from requirements for the degree B. S. in Business; and (3) approve the addition of the four new courses in mathematics as requirements for the degree; with the action becoming effective Fall Quarter 1970 for entering freshmen. The vote will be taken at the next meeting.

V. Proposal for Revision of Exclusion Rules - (Agenda Item 69-60).

Voting on the motion made on October 9 resulted in the motion carrying unanimously to become effective Summer 1970.

This action changes the catalog as follows:

Page 70 - Under side heading "Good Standing" substitute the following for the first paragraph:

"A student who has attended Eastern Illinois University for at least one quarter and who has attempted 39 or less quarter hours of college credit, including those taken at another institution is considered in good academic standing unless he has a deficit greater than four points in courses taken at Eastern Illinois University. If the student has attempted more than 39 quarter hours in college credit, including those taken at another institution, he is considered in good academic standing if he has no grade point deficit in courses taken at Eastern Illinois University."

Delete paragraph 2. Paragraph 3 would remain unchanged.

Page 71 - Under side heading "Exclusion (Dropped)" substitute the following:

"A student is dropped for low scholarship if (1) at the end of a quarter on Final Probation he has neither attained good standing nor qualified for Extended Final Probation, (2) after reattaining good standing he fails at any time to maintain good standing, (3) he has attempted 96 or less quarter hours of college credit, including those taken at another institution, and his grade point deficit in courses taken at Eastern Illinois University exceeds 12 points, (4) he has attempted more than 96 quarter hours of college credit, including those taken at another institution, and his grade point deficit in courses taken at Eastern Illinois University exceeds eight points."

VI. New Courses in Bus. Ed. : 322 Bus. Machine Computation; 323, Records Manage. & Office Communication; 450, Teaching of Consumer Education; and the Deletion of Bus. Ed. 312 - (Agenda Item 69-62).

1. Mr. Connelly moved and Mr. Weidner seconded the motion to divide consideration of Agenda Item 69-62 in order to consider Bus. Ed. 450 separately. The motion carried unanimously.

2. Mr. Lowell moved and Mr. Rooke seconded the motion to approve Business Edu. 450, to become effective Summer 1970. The motion carried with voting as follows: 5 "Yes" and 4 "No" votes.

This action approved the following course to become effective Summer 1970:

Business Edu. 450, Teaching of Consumer Education - 4 q.hrs.

3. Mr. Rooke moved and Mr. Connelly seconded the motion to approve the deletion of Bus. Ed. 312 and the addition of Bus. Ed. 322 and 323. The motion carried unanimously.

This action approved the following new courses to become effective Summer 1970:

Bus. Ed. 322, Business Machine Computation - 4 q.hrs.

Bus. Ed. 323, Records Management and Office Communication - 4 q.hrs.

The action also approved the deletion of:

Bus. Ed. 312, Office Machines - 4 q.hrs., effective Summer 1970

This action also revised the Secretarial major for the degree B. S. in Bus. (p. 93 of current catalog) to the following:

Secretarial: Bus. Ed. 223, 224, 225, 322 or 323, 453; and Management 383 24 q.hrs.

VII. Proposal to Require Certain Academic Achievement of Post-Baccalaureate Students Who Are Not Candidates for a Degree - (Agenda Item 69-44).

Mr. Connelly moved and Mr. Rooke seconded the motion to approve the proposed revisions. Voting on the motion will take place at the next meeting.

If the proposal is approved it would make the following changes in the current catalog:

Page 71 - Under Exclusion (Dropped) - change the beginning of the statement to "An undergraduate student is..."

Then add a second paragraph:

"Post-bachelor's degree students who are enrolled either part-time or full-time for courses in the University and

who are not degree candidates must achieve the following grade point average or be subject to academic dismissal:

| <u>Total Hours Attempted</u> <u>Beyond Bachelor's</u> | <u>Minimum GPA</u> |
|--|--------------------|
| 0-4 | 1.00 |
| 5-16 | 1.50 |
| 17-24 | 1.75 |
| 25 and above | 2.00 |

VIII. Proposal to Amend the Regulations Concerning the Grade of E -
(Agenda Item 69-48).

Mr. Connelly moved and Mr. Keppler seconded the motion to remove Agenda Item 69-48 from the table. The motion passed with 8 "Yes" and 1 "Abstention."

The meeting adjourned at 11:50 a.m.

Mary McElwee
Recording Secretary

* * * * *

ANNOUNCEMENT OF MEETING
Room 128, Booth Library
October 25, 1969 - 10:00 a.m.

Agenda:

- 69-58. Request to revise requirements for B. S. in Bus. by deleting Management 141 and 142 and adding Math. 128, 129, 210, 211
- 69-44. Proposal to require certain academic achievement of post-baccalaureate students who are not candidates for a degree
- 69-48. Proposal to amend the regulations concerning the grade of E
- 69-64. New course, History 484, Selected Topics in Byzantine, Islamic, and Persian History
- 69-65. New course, Physics 300, Astronomy I
- 69-66. New course, Sociology 480, Individual Autonomy and Mass Society
- 69-67. New courses in history: 491, History of Germany, 1815-1918; 492, Germany Since 1919
- 69-63. Mr. Martin's letter concerning action taken on Agenda Item 69-63
- 69-68. Proposed catalog statement concerning requirements for a second bachelor's degree
- 69-69. Proposal to prohibit late enrollment in a class
- 69-70. Proposed revisions in B. S. in Recreation degree requirements
- 69-71. Request to add Econ. 357 (for Ind. Tech. majors only) to list of courses which satisfy distribution requirements
- 69-72. New courses in history: 397, History of Ancient Greece; and 398, History of Rome

MEMORANDUM

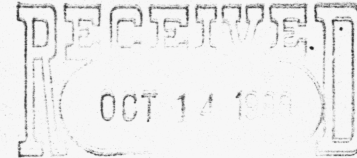
TO: Dr. Steinmetz, Chairman
Council on Academic Affairs

DATE: October 13, 1969

cc: Dr. Zeigel
Dr. Moody
Mr. Graening

FROM: Samuel J. Taber, Acting Dean
Student Academic Services

RE: Auditing of Courses



This is in reference to recent proposals before the Council with respect to changes in the audit procedures. While it is one thing to approve the procedures suggested in the Council Minutes of October 9, 1969, implementation of the routine will be quite difficult.

The minutes state:

"With permission of the department heads concerned, graduate students and persons who are not candidates for a degree may audit courses by special registration process."

Comment: Insofar as I can determine, we have no provision for enrollment of non-degree candidates. Is it being suggested that persons not officially admitted to the University may be eligible to audit courses for which they would not be allowed to enroll for credit? What special registration process is intended for these auditors? Is there some reason that graduate and non-degree students would register in a manner different from undergraduate students and would there be no limit on the number of courses for which they might be enrolled on an audit basis?

"An undergraduate degree candidate who is registered for eight or more credit hours may also register to audit courses provided the total registration hours, credit and audit, do not exceed the normal academic load permitted a student. A special audit registration card must be completed. The student who audits a course for the purpose of receiving an 'AU' notation on his transcript will follow normal class requirements but he is permitted neither to submit work for a grade nor to take examinations for a grade."

Comment: The Office of Registration cannot assume the task of checking to see that the student who audits has eight quarter hours of work for which he is enrolled as a credit student. The registration and recording routines can be worked out but determining eligibility beyond the establishment of the fact that the student is enrolled as a credit student (disregarding the number of hours for which he is enrolled) cannot be accomplished with current machine routines and available staff.

"Changes of registration from 'audit' to 'credit' or from 'credit' to 'audit' may be made only during the first seven calendar days of a quarter."

Comment: The seven day period referred to above is apparently a reflection of recent Council deliberations with regard to withdrawal from courses. Actually, the period during which a student may currently change from audit to credit or from credit to audit is the same as that for adding a course, namely five class days. I would oppose any departure from this currently established procedure.

I appeal to the Council to give further consideration to the matter of auditing of courses and specifically to the original proposal submitted for its consideration.

SJT:cs

EASTERN ILLINOIS UNIVERSITY

Office of Vice President for Instruction

To: President Doudna

Date: 14 October 1969

Re your 10 October note on auditing, the CAA was unwilling to approve Dean Williams' proposal which in effect took no official notice of auditing either from the standpoint of collecting fees or of transcript notation. Before going to CAA I showed Mr. Graening the revised proposal. If Registration does not object before CAA votes on the proposal (only a motion has been made so far) I presume that office has no objection and will continue to handle audits in much the same way as it has in the past.

dw

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Memorandum

EASTERN ILLINOIS UNIVERSITY

Office of the President

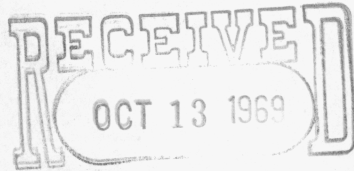
TO Vice President Moody DATE October 10, 1969

Please advise if the provisions regarding auditing of courses have been cleared with persons in registration insofar as the administrative aspects are concerned. I note that Dean Williams wrote a memorandum to the Council on July 17 on the subject which in itself is in contradiction to the current memorandum from you dated October 9. Quite possibly the differences have all been resolved in the meantime.

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Quincy Doudna
President

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VICE PRESIDENT FOR INSTRUCTION
EASTERN ILL. UNIVERSITY

Memorandum

EASTERN ILLINOIS UNIVERSITY

Office of the President

October 10, 1969

DATE

Vice President Moody

TO

Please advise if the provisions regarding auditing of courses have been cleared with persons in registration in order to the administrative aspects are concerned. I note that Dean Williams wrote a memorandum to the Council on July 17 on the subject which in itself is in contradiction to the current memorandum from you dated October 1, 1969. I am not sure if the latter have all been resolved in the meantime.

Very truly yours,
John D. ...

RECEIVED
OCT 13 1969
EASTERN ILLINOIS UNIVERSITY
OFFICE OF THE PRESIDENT

EASTERN ILLINOIS UNIVERSITY

Office of Vice President for Instruction

To: Members, CAA

Date: 9 October 1969

cc: President Doudna

AUDITING OF COURSES

With permission of the department heads concerned, graduate students and persons who are not candidates for a degree may audit courses by special registration process.

An undergraduate degree candidate who is registered for eight or more credit hours may also register to audit courses provided the total registration hours, credit and audit, do not exceed the normal academic load permitted the student. A special audit registration card must be completed. The student who audits a course will follow normal class requirements but he is permitted neither to submit work for a grade nor to take examinations for a grade.

Changes of registration from "audit" to "credit" or from "credit" to "audit" may be made only during the first seven calendar days of a quarter.

Fees for auditing are the same as those for students taking an equivalent amount of credit work.

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69-29

EASTERN ILLINOIS UNIVERSITY

Office of Vice President for Instruction

Date: 9 October 1969

To: Members, CAA

cc: President Jordan

AUDITING OF COURSES

With permission of the department heads concerned, graduate students and persons who are not candidates for a degree may audit courses by special registration process.

An undergraduate degree candidate who is registered for eight or more credit hours may also register to audit courses provided the total registration hours, credit and audit, do not exceed the normal academic load permitted the student. A special audit registration card must be completed. The student who audits a course will follow normal class requirements but he is permitted neither to submit work for a grade nor to take examinations for a grade.

Changes of registration from "audit" to "credit" or from "credit" to "audit" may be made only during the first seven calendar days of a quarter.

Fees for auditing are the same as those for students taking an equivalent amount of credit work.

69-59

EASTERN ILLINOIS UNIVERSITY

Office of Vice President for Instruction

To: Members, CAA

Date: 9 October 1969

cc: President Doudna

AUDITING OF COURSES

With permission of the department heads concerned, graduate students and persons who are not candidates for a degree may audit courses by special registration process.

An undergraduate degree candidate who is registered for eight or more credit hours may also register to audit courses provided the total registration hours, credit and audit, do not exceed the normal academic load permitted the student. A special audit registration card must be completed. The student who audits a course will follow normal class requirements but he is permitted neither to submit work for a grade nor to take examinations for a grade.

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Fees for auditing are the same as those for students taking an equivalent amount of credit work.

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69-29

EASTERN ILLINOIS UNIVERSITY

Office of Vice President for Instruction

Date: 9 October 1969

To: Members, CAA

cc: President Jordan

AUDITING OF COURSES

With permission of the department heads concerned, graduate students and persons who are not candidates for a degree may audit courses by special registration process.

An undergraduate degree candidate who is registered for eight or more credit hours may also register to audit courses provided the total registration hours, credit and audit, do not exceed the normal academic load permitted the student. A special audit registration card must be completed. The student who audits a course will follow normal class requirements but he is permitted to submit to submit work for a grade not to take examinations for a grade.

Changes of registration from "audit" to "credit" or from "credit" to "audit" may be made only during the first seven calendar days of a semester.

Fees for auditing are the same as those for students taking an equivalent amount of credit work.

W. A. Jordan
President

Black

Fidelity Union Bank

EASTERN ILLINOIS UNIVERSITY

Office of Vice President for Instruction

To: Members, CAA

Date: 2 October 1969

cc: President Doudna

in undergraduate
AUDITING OF COURSES

~~where degree candidate and~~
A ~~student~~ ^{non-graduate} who is registered for eight or more credit hours may also register to audit courses ~~not involving laboratory or studio work~~, provided the total registration hours, credit and audit, do not exceed the normal academic load permitted the student. A special audit registration card must be completed. The student who audits a course will follow normal class ~~attendance~~ ^{not to} rules but he is ~~not~~ ^{permitted} ~~neither~~ to submit work ^{for a grade} or take examinations for a grade. ^{requirements}

Changes of registration from "audit" to "credit" or from "credit" to "audit" may be made only during the first seven calendar days of a quarter.

Fees for auditing are the same as those for students taking an equivalent amount of credit work.

With permission of the department head concerned, graduate
~~Under certain circumstances,~~ ^{graduate} students ~~who~~ and persons who are not candidates for a degree may audit courses by special registration process.

EASTERN ILLINOIS UNIVERSITY

Office of Vice President for Instruction

Date: 2 October 1969

To: Members, CAA

cc: President Dordas

AUDITING OF COURSES

A student who is registered for eight or more credit hours may also register to audit courses not involving laboratory or studio work, provided the total registration hours, credit and audit, do not exceed the normal academic load permitted the student. A special audit registration card must be completed. The student who audits a course will follow normal class attendance rules but he is not permitted to submit work or take examinations for a grade.

Changes of registration from "audit" to "credit" or from "credit" to "audit" may be made only during the first seven calendar days of a quarter.

Fees for auditing are the same as those for students taking an equivalent amount of credit work.

Students who are not currently registered for a degree may audit courses for special registration purposes.

M E M O R A N D U M

TO: CAA

DATE: July 17, 1969

FROM: The Office of the
DEAN OF STUDENT ACADEMIC SERVICES

RE: Auditing of Courses

Since the main objectives of a student seeking academic credit and/or a degree are not attained through the recording of a grade for audit status, the University will maintain no formal provisions or procedures to establish an official record for limited non-participation class visits. If a student, registered for four or more quarter hours of credit, can establish a need for limited non-participation visits in class instruction, he must discuss his situation with the instructor prior to the first class meeting, and secure the instructor's approval and recommendation for visitation. Under no circumstances will the University or student records be utilized in recording such arrangements and class visits will not be permitted during examinations.

REASONS:

- 1/ The present policy statement in the catalog may limit the progress a regular student makes in attaining his degree credits because he must count an auditing class in his load. Also, he is required to pay full course fees to establish a record that will be of little or no value to him in future evaluations of his academic achievement.
- 2/ The present statement is very vague regarding the requirements for attaining an audit grade.
- 3/ The present statement makes no provision for instructor approval and knowledge of a somewhat unusual grading situation. This, experience indicates, quite often leaves an instructor in a state of confusion about the attendance and participation of a student.
- 4/ In some instances we have blocked a student, needing a course for credit, from a seat in a class as the result of registering another student for audit status.
- 5/ Appearance of a course for AU (audit) on a student's record, indicates exposure to the full content of a course. In most cases, this is not representative of the actual facts.

effective immediately

HAY

Students who are registered for 8 or more credit hours may audit courses. ^{class} Students who audit

courses follow the same attendance rules as regular students but may not submit term papers or take the final examination. If the instructor considers

3/ The present statement makes no provision for instructor approval and knowledge of a somewhat unusual grade situation. This, experience indicates, quite often leaves an instructor in a state of confusion about

1/ The present policy statement is the policy may limit the progress a regular student makes in a class. It requires credits because he must count an auditing class in his total. If he is required to pay full course fees to enroll in a course that will be of little or no value to him in future evaluations of his academic achievement.

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RE: Auditing of Courses

FROM: The Office of the
DEAN OF STUDENT ACADEMIC AFFAIRS

DATE: July 14, 1968